Early Years Foundation Stage Profile

Data Submission
User Manual 2015

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Contact Details

If you have any problems with the submission of this return, please do not hesitate to contact:

EIS Helpdesk 01622 672779

Or any member of the Performance and Intelligence Team on the following telephone numbers:

01634 331048
01634 338183
01634 337086

Alternatively please email maninfo@medway.gov.uk

Version Log

Version Number	Version Date	Created/Amended/ Updated By	Amendments/ Updates
1.0	15/05/15	Nicola Bowers	Screenshots using summer 2015 SIMS upgrade, version 7.162
1.1	18/05/15	Holly Partridge	Contact details (p.2) & 7zip information (p.13)

Assessment Manager

Please note that you need to have at least version **7.162** (Summer 2015 SIMS Upgrade) to run this return.

To check which version you are currently on, open SIMS and on the menu bar select **Help** / **About SIMS**. If you do not have the correct version, your SIMS will need to be upgraded before you start this return.

1. User Defined Groups

Before importing the new FSP wizard, you should consider if you need to set up a User Defined Group.

A User Defined Group is used when you have pupils:

- who at the end of Foundation Stage are not marked as being in Year R in SIMS, or
- who left your school after the summer half term - If a child joins a new school after the summer half term (or during the holiday) then the PREVIOUS school is required to report the results.

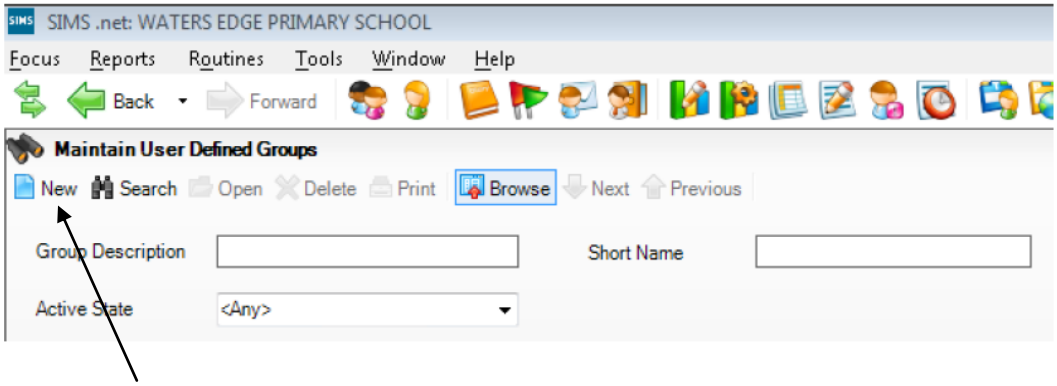
Don't forget to exclude any pupils who joined your school after the summer half term, as their previous school is required to report their results. For more details (Early years foundation stage: assessment and reporting arrangements (ARA) Section 2 of Reporting and using results)

https://www.gov.uk/government/publications/early-years-foundation-stage-assessment-and-reporting-arrangements-ara/reporting-and-using-results

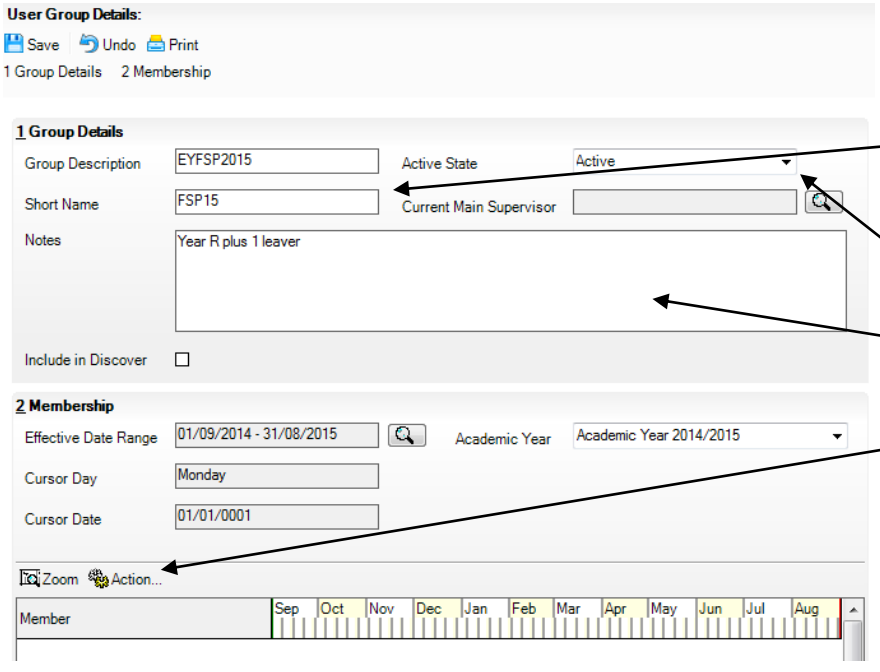
If neither of these points applies to your school, skip to Section 2 - Downloading the Early Years Foundation Stage Profile Wizard (AMPA folder).

Otherwise, please follow the guidelines below.

Go to **Focus** / **Groups** / **User Defined Groups** and the following screen will appear:



Click on the **New** button and this screen below should appear:



Add a relevant **Group Description** and **Short Name**.

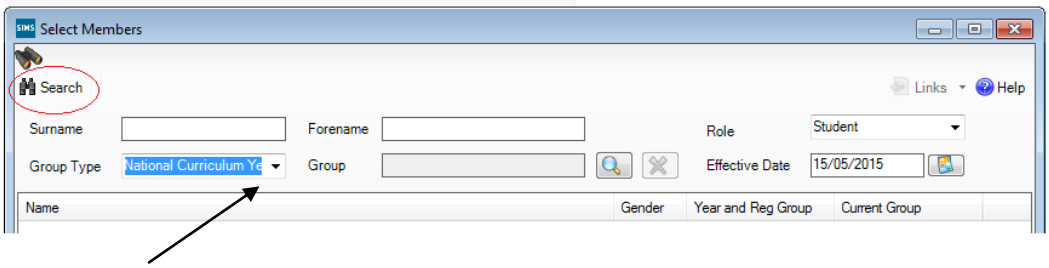
Make sure the Active State is **Active**.

If you wish, add a brief note.

Then click on the **Action** button and click **Add Member**.

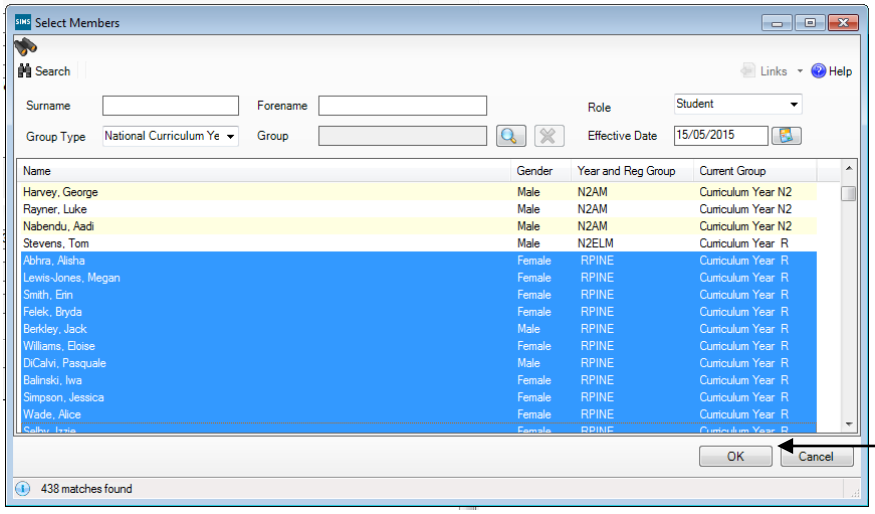
The screen shown below will appear.

The next screen will then be the Select Members screen:



Change the **Group Type** filter to National Curriculum Year, then click **Search.** All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group as shown below:



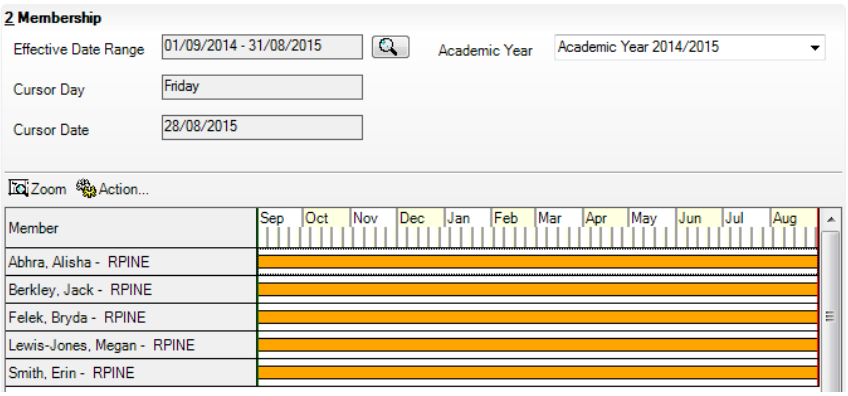
Select all the relevant pupils by clicking on them while holding down the Shift key.

You can also select any pupils who are not listed as NC Year R but you need to return results for.

To select / de-select individual pupils, click on them while holding down the Ctrl key.

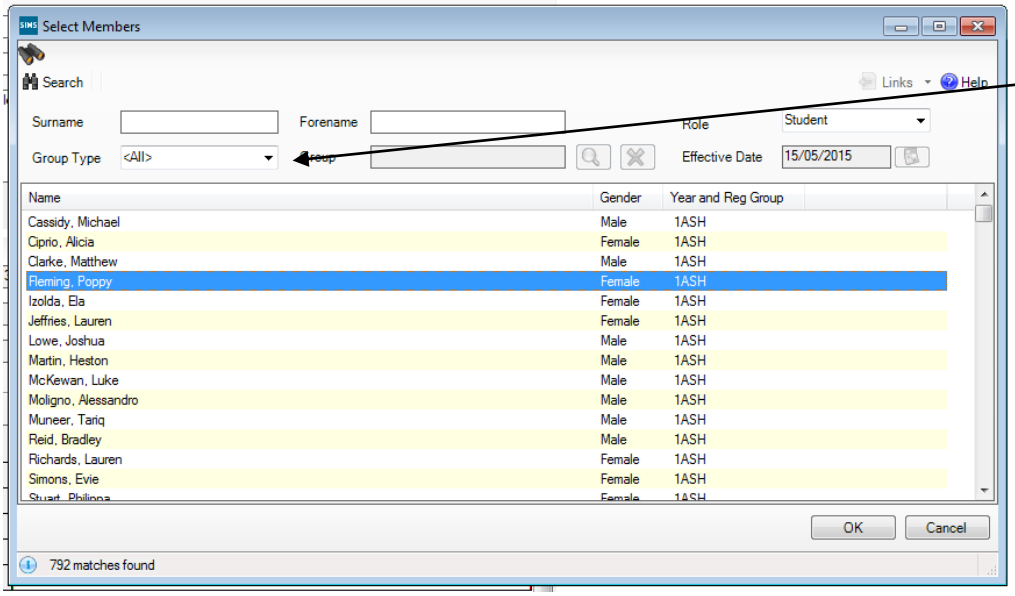
When all pupils are selected, click **OK.**

You will be returned to the Membership screen which will now be populated with your current Year R pupils, and any other pupil selected in the previous step.



If you need to add a pupil to the group who has left, click on the **Action** / **Add Member** button again.

This will return you to the Select Members screen:



Change the Group Type filter to **All**, then click **Search**.

Find the relevant pupil(s) on the list – click to highlight, then click on **OK** when finished.

You'll be returned to the Membership screen where all chosen pupils will be displayed.

Click on the **Save** button near the top of the screen and **Close**.

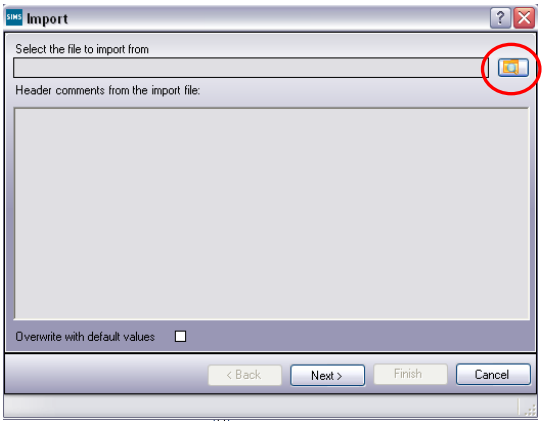
2. Downloading the Early Years Foundation Stage Profile Wizard (AMPA folder)

All Key Stage Wizards will be imported on to your system when you install the 7.162 release Summer upgrade.

If you have any problems with the AMPA files please contact the EIS Helpdesk on 01622 672779.

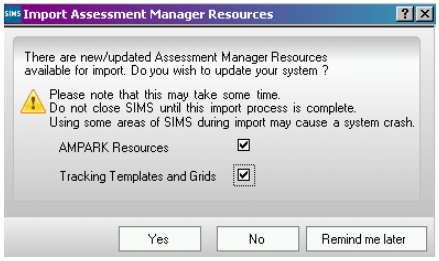
3. Importing the Early Years Foundation Stage Profile Wizard into Assessment Manager

Go to **Routines** / **Data in** / **Assessment** / **Import** and the following screen should appear:

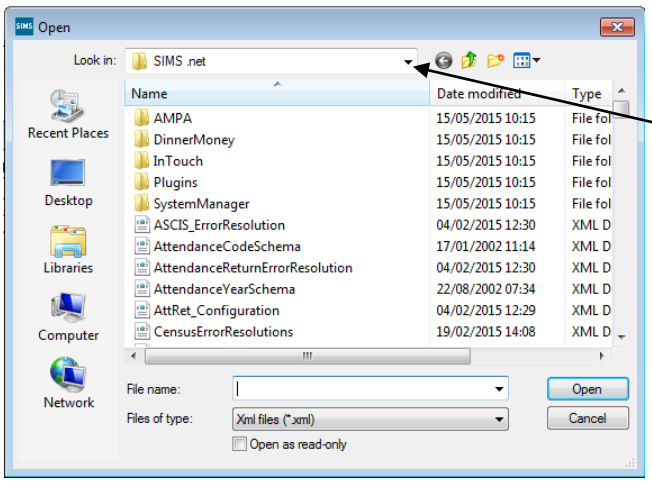


Please Note

If the screen below appears please select as appropriate. **If you have any problems contact EIS on 01622 672779 or by emailing eis.support@kent.gov.uk**


Import Assessment Manager Resources
There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
Please note that this may take some time.
Do not close SIMS until this import process is complete.
Using some areas of SIMS during import may cause a system crash.
AMPARK Resources
Tracking Templates and Grids
Yes
No
Remind me later

Select the magnifying glass and the following screen below should appear:



The system should default to your **SIMS.net** folder as shown.

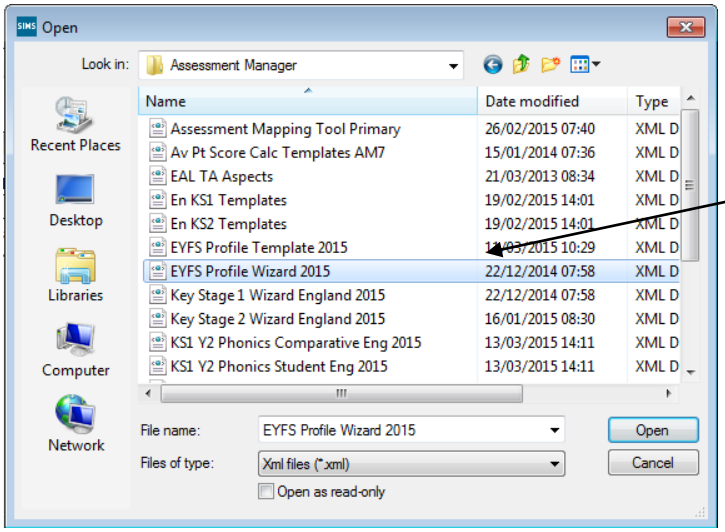
If it does not, you will need to navigate to it by clicking on the arrow by the look in box.

It is normally located at C:\Program Files\SIMS\SIMS.net

Select the **AMPA** folder. Double click on this and then open the following folders in succession:

- **England Primary (and Middle Deemed Primary)**
- **Assessment Manager**

Once the Assessment Manager folder is open, all related Wizards will be displayed as seen below:


Open
Look in:
Assessment Manager
Recent Places
Desktop
Libraries
Computer
Network
Name
Date modified
Type
Assessment Mapping Tool Primary 26/02/2015 07:40 XML D
Av Pt Score Calc Templates AM7 15/01/2014 07:36 XML D
EAL TA Aspects 21/03/2013 08:34 XML D
En KS1 Templates 19/02/2015 14:01 XML D
En KS2 Templates 19/02/2015 14:01 XML D
EYFS Profile Template 2015 10:29 XML D
EYFS Profile Wizard 2015 22/12/2014 07:58 XML D
Key Stage 1 Wizard England 2015 22/12/2014 07:58 XML D
Key Stage 2 Wizard England 2015 16/01/2015 08:30 XML D
KS1 Y2 Phonics Comparative Eng 2015 13/03/2015 14:11 XML D
KS1 Y2 Phonics Student Eng 2015 13/03/2015 14:11 XML D
File name:
EYFS Profile Wizard 2015
Files of type:
Xml files (*.xml)
Open
Cancel
Open as read-only

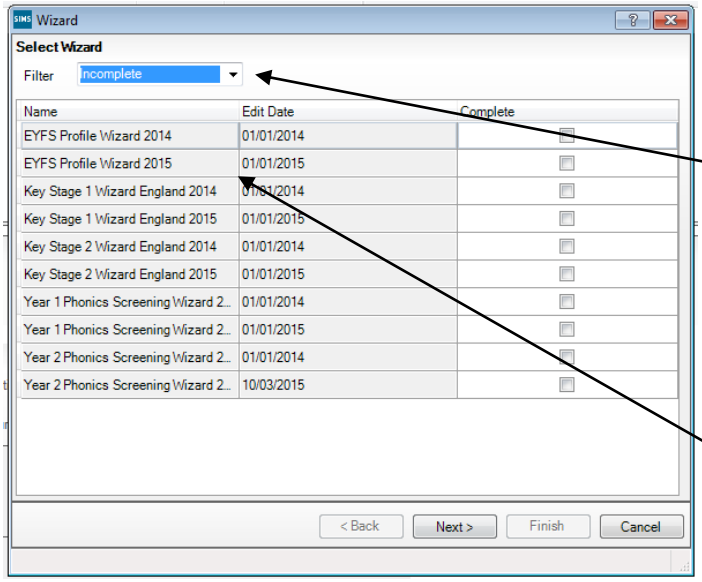
Click on the **EYFS Profile Wizard 2015** as shown opposite and click on the **Open** button.

The import screen will be shown. Make sure that the "**Overwrite with default values"** box at the bottom is ticked and then click **Finish** followed by **Yes** to start the import. Make sure the Log states that all items were successfully imported. Finish by selecting **Close**.

4. Running the Early Years Foundation Stage Profile Wizard

Go to **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear.

N.B. If you have imported previous wizards they will also appear in the list but can be excluded from future views by filtering on Incomplete.



A list of **all** wizards on your system will be displayed.

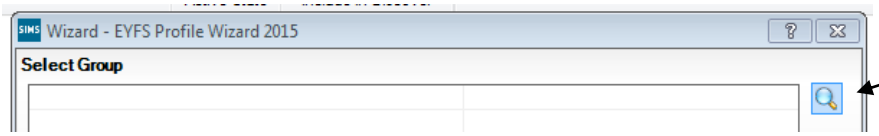
Make sure the filter says **Incomplete.**

Do not tick the Complete box on the right.

Click on the Complete box on the right.

Click on the **EYFS Profile Wizard 2015** and click on the **Next** button.

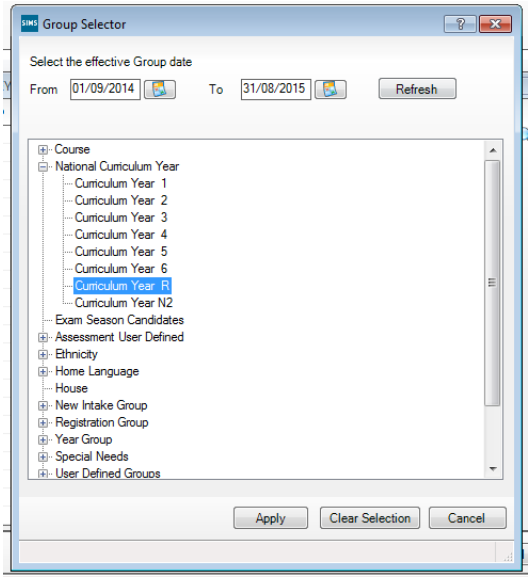
You then need to select a group of pupils to work with.



Click on the magnifying glass and the screen will appear.

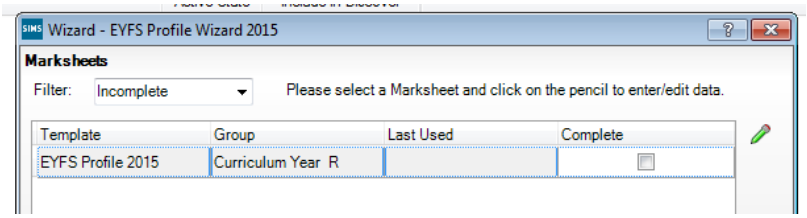
If you created a User Defined Group in Section 1, click on the **+** symbol next to **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up e.g. **EYFSP 2015** and click on the **Apply** button.

If you did not set up a User Defined Group, click on the **+** symbol next to **National Curriculum Year** category. Select **Curriculum Year R** then click **Apply**.



You will be returned to the Wizard screen where your selected group will now be displayed.
Click on the **Next** button.

The list of available marksheets will be displayed as shown below:

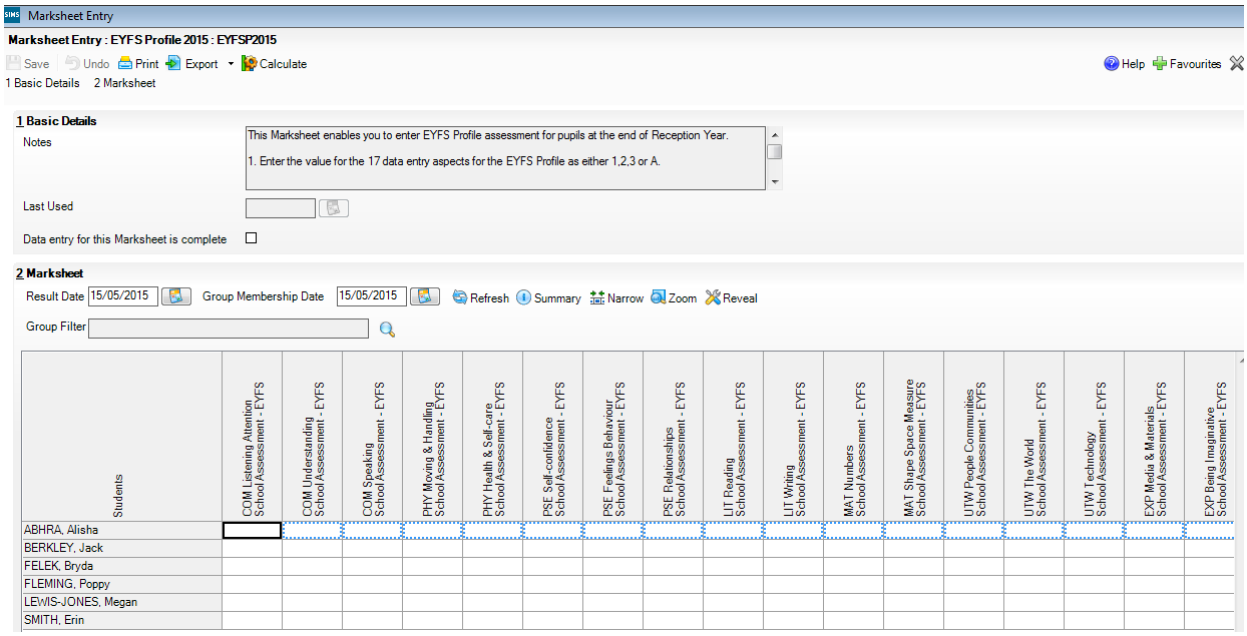


There is only one marksheet: **EYFS Profile 2015**.

Click on this row to select and then click on the **Edit Marksheet** button.

The marksheet will be displayed as shown overleaf.

The marksheet will now be displayed as below:


Marksheet Entry
Marksheet Entry : EYFS Profile 2015 : EYFSP2015
Save
Undo
Print
Export
Calculate
Help
Favourites
1 Basic Details
2 Marksheet
1 Basic Details
Notes
This Marksheet enables you to enter EYFS Profile assessment for pupils at the end of Reception Year.
1. Enter the value for the 17 data entry aspects for the EYFS Profile as either 1,2,3 or A.
Last Used
Data entry for this Marksheet is complete
2 Marksheet
Result Date
15/05/2015
Group Membership Date
15/05/2015
Refresh
Summary
Narrow
Zoom
Reveal
Group Filter
Students
COM Listening Attention School Assessment - EYFS
COM Understanding School Assessment - EYFS
COM Speaking School Assessment - EYFS
PHY Moving & Handling School Assessment - EYFS
PHY Health & Self-care School Assessment - EYFS
PSE Self-confidence School Assessment - EYFS
PSE Feelings Behaviour School Assessment - EYFS
PSE Relationships School Assessment - EYFS
LIT Reading School Assessment - EYFS
LIT Writing School Assessment - EYFS
MAT Numbers School Assessment - EYFS
MAT Shape Space Measure School Assessment - EYFS
UTW People Communities School Assessment - EYFS
UTW The World School Assessment - EYFS
UTW Technology School Assessment - EYFS
EXP Media & Materials School Assessment - EYFS
EXP Being Imaginative School Assessment - EYFS
ABHRA, Alisha
BERKLEY, Jack
FELEK, Bryda
FLEMING, Poppy
LEWIS-JONES, Megan
SMITH, Erin

You can export the marksheet for teachers to complete electronically, or you can print it out for them.

You need to enter a score for each pupil into the columns for the 17 assessments.

The valid scores are:

- 3 (Exceeding)
- 2 (Expected)
- 1 (Emerging)
- A (Unable to access or exempt)

When your marksheet is complete, click on the **Save** button at the **top left** of the screen.
This will populate the formula columns and indicate if any entries are missing.

Check whether you have any missing results. You must resolve any Missing Entries before returning your data to us. Once you have resolved any errors, close the marksheet and return to the Wizard.

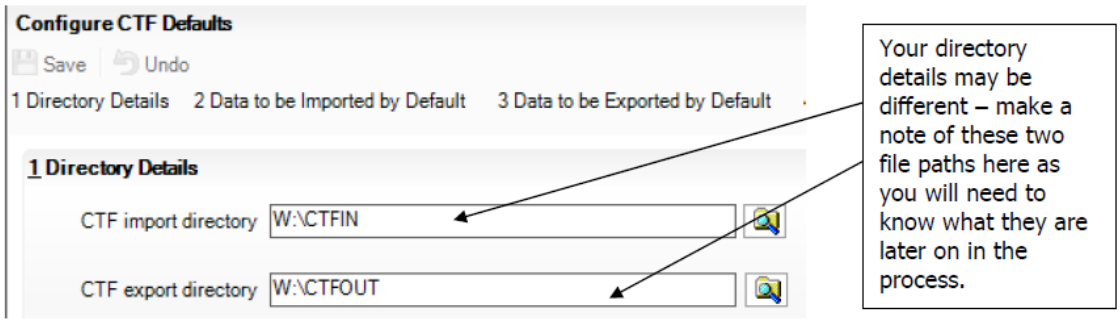
Exit the Wizard by clicking on the Cancel button.

The final step is to create an XML file (in the form of a Common Transfer File) that will contain all of your EYFSP teacher assessments.

Please Note - There is an extra screen to the wizard that creates an export file to return to either the LA or NAA - do not go through this process, just keep clicking **Next** or **Cancel** until the wizard closes.

6. Creating an XML (CTF) in SIMS

Go to **Tools / Setups / CTF** and the following screen will appear:


Configure CTF Defaults
Save
Undo
1 Directory Details
2 Data to be Imported by Default
3 Data to be Exported by Default
1 Directory Details
CTF import directory
W:\CTFIN
CTF export directory
W:\CTFOUT
Your directory details may be different – make a note of these two file paths here as you will need to know what they are later on in the process.

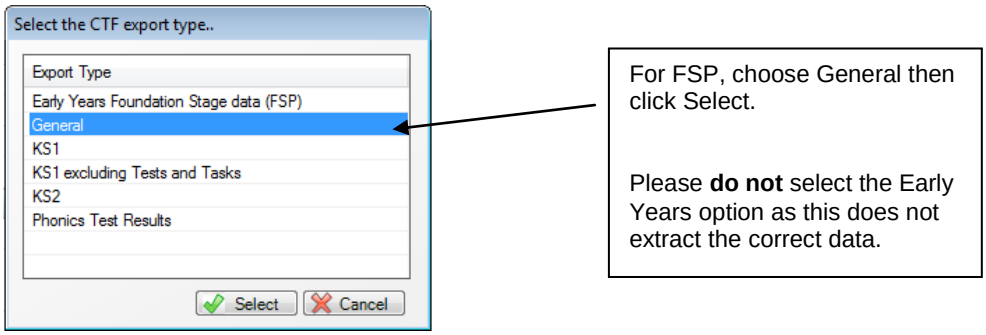
CTF Import Directory _____

CTF Export Directory _____

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS directory is. This will probably be: C:\Program Files\SIMS\CTF\CTFIN.
If you make any changes, please remember to **Save** before **Closing**.

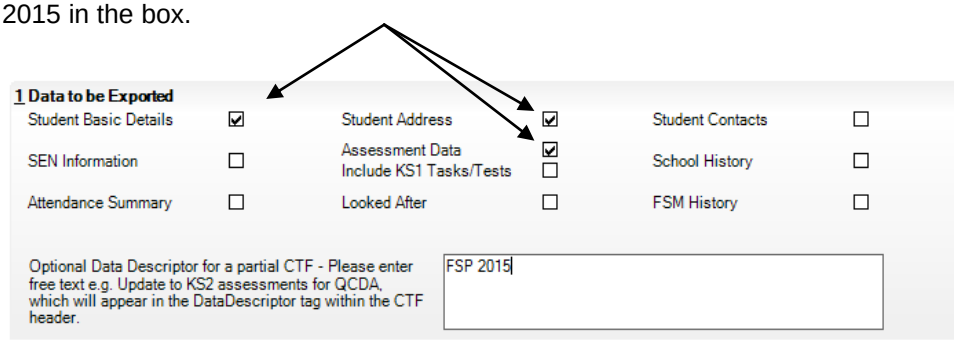
You now need to select which pupils to transfer results for.

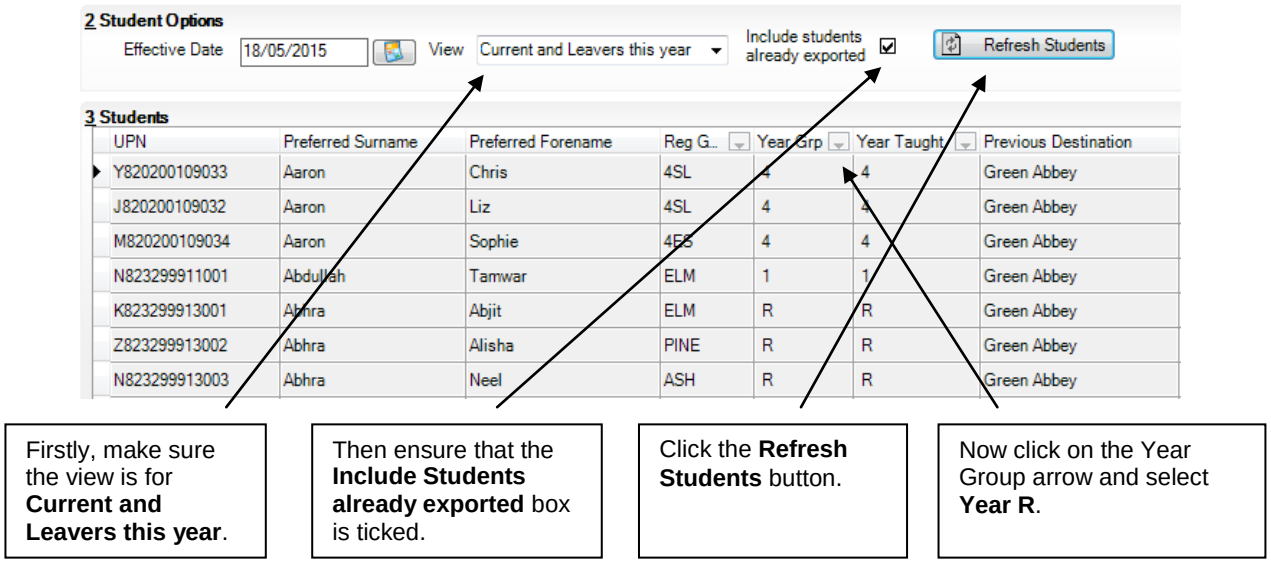
Go to **Routines / Data Out / CTF / Export CTF** and the screen below will appear:


Select the CTF export type..
Export Type
Early Years Foundation Stage data (FSP)
General
KS1
KS1 excluding Tests and Tasks
KS2
Phonics Test Results
Select
Cancel
For FSP, choose General then click Select.
Please **do not** select the Early Years option as this does not extract the correct data.

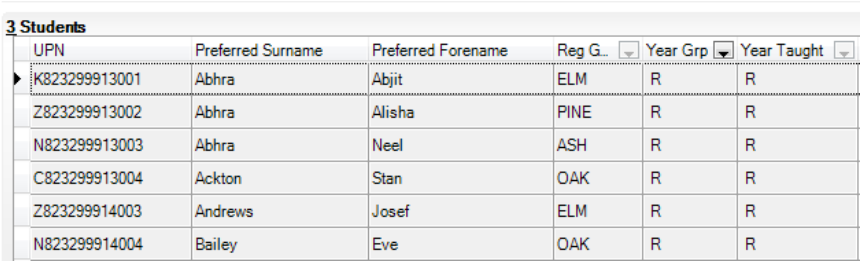
Please ensure that the **three** options shown below are the **only** ones ticked for your FSP return.

When ticks are removed from the data fields an Optional data Descriptor box appears please enter FSP 2015 in the box.


1 Data to be Exported
Student Basic Details
Student Address
Student Contacts
SEN Information
Assessment Data
Include KS1 Tasks/Tests
School History
Attendance Summary
Looked After
FSM History
Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.
FSP 2015


2 Student Options
Effective Date
18/05/2015
View
Current and Leavers this year
Include students already exported
Refresh Students
3 Students
UPN
Preferred Surname
Preferred Forename
Reg G..
Year Grp
Year Taught
Previous Destination
Y820200109033 Aaron Chris 4SL 4 4 Green Abbey
J820200109032 Aaron Liz 4SL 4 4 Green Abbey
M820200109034 Aaron Sophie 4ES 4 4 Green Abbey
N823299911001 Abdullah Tamwar ELM 1 1 Green Abbey
K823299913001 Abhra Abjit ELM R R Green Abbey
Z823299913002 Abhra Alisha PINE R R Green Abbey
N823299913003 Abhra Neel ASH R R Green Abbey
Firstly, make sure the view is for Current and Leavers this year.
Then ensure that the Include Students already exported box is ticked.
Click the Refresh Students button.
Now click on the Year Group arrow and select Year R.

Your Year R **current** pupils will now be filtered as shown below:



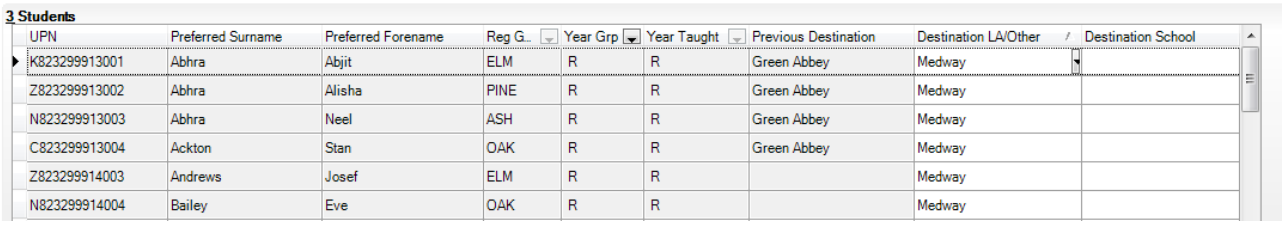
To transfer results to Medway:

- Left click once in the **Destination LA** box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the **Destination LA** box for the first pupil.
- Scroll down the list of LAs until you find **Medway**, the list should be in alphabetical order.
- Click on **Medway** and all pupils should now have this destination.
- The Destination School column does not need completing

Now, scroll down the list to check that ALL pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen may have been assigned a different destination or no destination at all. If so, click on the down arrow for each pupil and select manually.

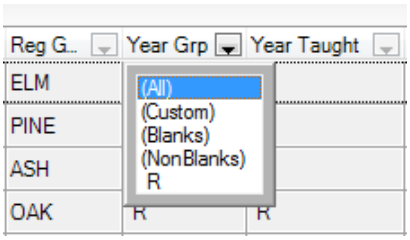
Please Note - Do not attach a destination LA for any pupils who you do not have assessments for.
For example, if new pupils have joined your school AFTER the May half term, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

When you have added the Destination LA for your current Year R pupils, your screen should resemble the one shown below:

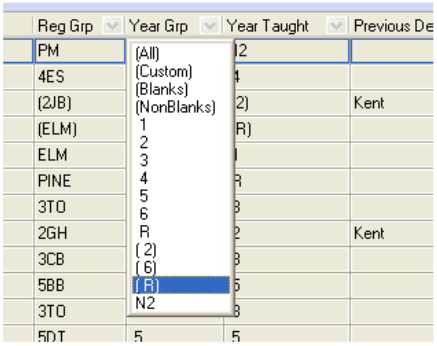

3 Students
UPN
Preferred Surname
Preferred Forename
Reg G..
Year Grp
Year Taught
Previous Destination
Destination LA/Other
Destination School
K823299913001 Abhra Abjit ELM R R Green Abbey Medway
Z823299913002 Abhra Alisha PINE R R Green Abbey Medway
N823299913003 Abhra Neel ASH R R Green Abbey Medway
C823299913004 Ackton Stan OAK R R Green Abbey Medway
Z823299914003 Andrews Josef ELM R R Medway
N823299914004 Bailey Eve OAK R R Medway

If you have had any pupils leaving your school during, or after, the May half term, you must also return these assessments to us. If this does not apply to your school please continue with these notes from Export CTF.

To add the **leavers** to the file click in the Year Group column header and change the selection back to **All** as shown below:



Then click in the Year Group column header again and select the **(R)** year group as shown below.
The brackets round the year group signify that the pupil(s) have left.



Add **Medway** into the Destination LA box for these pupils the same way as before. Once completed click in the Year Group header again and change the year back to **All**. You will now notice that all pupils relevant to Year R have Medway listed in the Destination LA box.

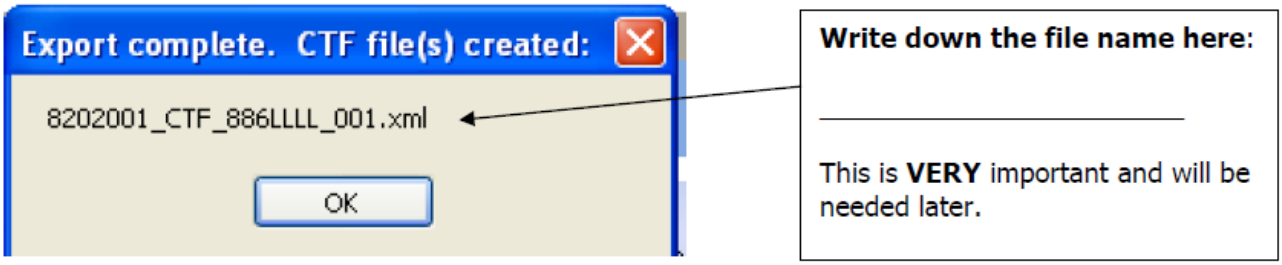
When all the relevant pupils have been selected, scroll to the bottom of the screen.
To complete the CTF process, click the **Export CTF** button.

You may receive a message about addresses being untidy, but you can ignore this, select **Yes** to continue.

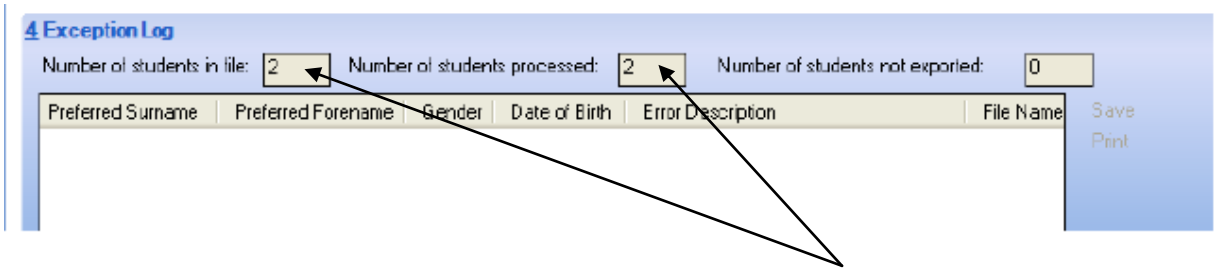
The CTF process may take some time, and a blue revolving circle will appear as a “working” symbol.

Error messages will be shown in the status bar (bottom left). If it stops without an Export complete box, there may have been an error with the CTF directory, if so go back to the start of this section, and re-configure the CTF directory.

When the Export CTF process has been completed, a dialogue box will appear:


Export complete. CTF file(s) created:
8202001_CTF_886LLLL_001.xml
OK
Write down the file name here:
This is VERY important and will be needed later.

Click on **OK** once you have written the file name down.



An Exceptions Log will now appear. Please make sure that the **Number of students in file** matches the **Number of students processed**, and that it is what you were expecting from you original documentation. The **Number of students not exported** should be **0.** If not, go back and check your **User Defined Group**.

All errors relating to missing UPNs or **FSP** Scores **must** be resolved in SIMS, (UPN's) or Assessment Manager (FSP scores), and a new CTF created.

Once a correct CTF file has been produced you can exit SIMS.
The file(s) now needs to be renamed and sent to Performance and Intelligence (C&A).

7. Renaming the file to sending it to Performance and Intelligence (C&A)

Using Windows Explorer/File Manager, go to your CTF Export directory (as detailed at the top of section 6). Your computer will have stored the CFT export as an XML file consists of the following:

The first 7 digits are your school's LA and DfE Number
CTF states that it is a Common Transfer File
887LLLL states that the destination of the CTF is Medway (LA DfE Number 887)
001 in this case states that this the first version of this file
xml is the file extension

Performance and Intelligence (C&A) will be receiving many CTFs this summer; in the form of FSP, Phonics and Key Stage 1. We therefore request that the name of these files is changed to reflect the contents.

To change the name you will need to locate the correct file, right click and select **Rename**, then change the letters CTF to FSP as shown below:

From	To
8875001_**CTF**_887LLLL_001.xml	8875001_**FSP**_887LLLL_001.xml

This will distinguish the file as being your school's FSP file; it will not alter any data within the file.

You will now need to encrypt this data and password protect the file using **7z** (not **zip**). We suggest you use the same password as your Persistent Absence data. Alternatively you can pick another password, but please be sure to tell us what you are using (but NOT in the same email).

If you do not already have 7zip software, please click on the link below to download it:
http://www.medway.gov.uk/schoolsandeducation/informationforschools/schoolleadership/managementinformation/guidancenotes.aspx

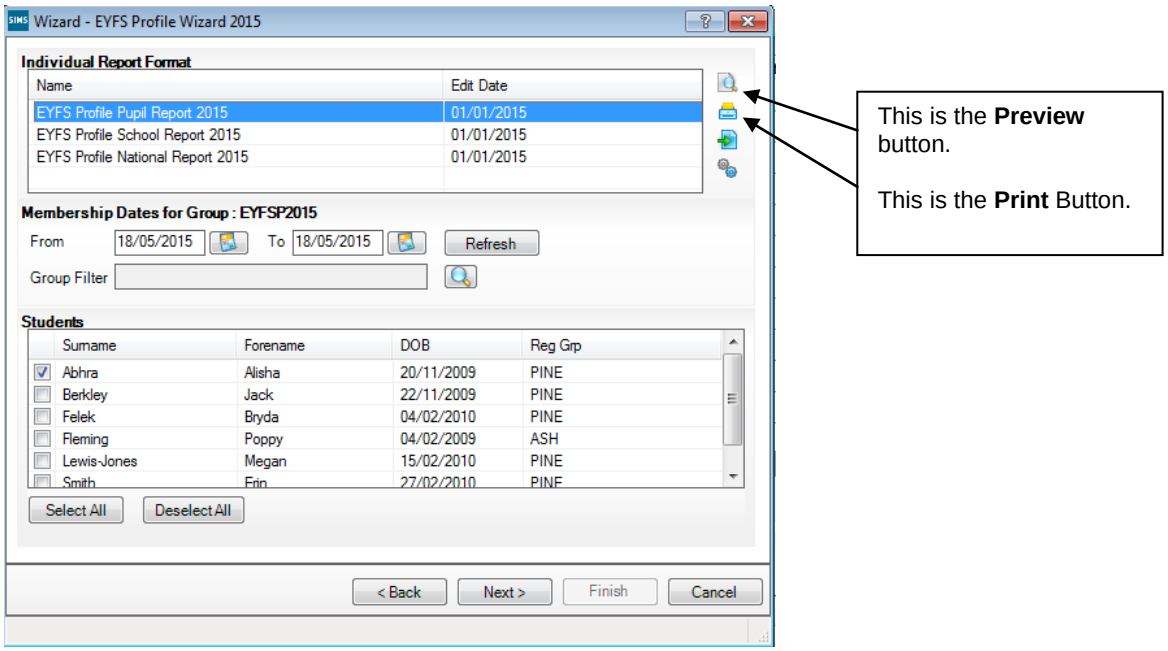
The XML file then needs to be attached to an email and sent to Performance and Intelligence (C&A) via the email address maninfo@medway.gov.uk by no later than **Wednesday 1 July 2015**

8. Reports

Within the Early Years wizard there is a facility to produce reports, and compare them to the previous years National results.

To access the reports click on **Tools** / **Performance** / **Assessment** / **Wizard Manager**.
Click on **EYFS Profile Wizard 2015** and then **Next**.
Check that Year R or the correct user defined groups are selected – then click **Next** twice.

The report screen is displayed as shown below:



There are 3 reports you can print or preview:

- EYFS Profile Pupil Report 2015
- EYFS Profile School Report 2015
- EYFS Profile National Report 2015

The Pupil Report

If you want to print all the pupils at once, click on the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**.

If you want to preview the report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

The School and National Report (Comparative)

Make sure only **one** pupil is "ticked". Click on the EYFS Profile School Report 2015 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school.

You may choose to print one or multiple copies of either report by setting the number of copies required on the print manager screen.

The National report displays national attainment data for 2015.

When you have finished printing and/or previewing reports click on the C**ancel** button to exit the wizard.